
EVALUATOR MANUAL TRANSMITTAL SHEET

<u>Distribution:</u>	<u>Transmittal No.</u> 00FFA-01
<u> </u> All Child Care Evaluator Manual Holders <u> X </u> All Residential Care Evaluator Manual Holders <u> </u> All Evaluator Manual Holders	<u>Date Issued</u> September 2000

Subject:

Foster Family Agency

Reason For Change:

Due to the rollout of residential laptop computers for the licensing program analysts, the entire section of Foster Family Agency blues are being reissued.

In addition, for clarity and consistency, a policy decision was made to spell out acronyms, reformat text and add page numbers.

Filing Instructions:

 X REMOVE – entire section

 X INSERT – revised section

Approved:

Original Copy Signed by
Stephanie Davis for Carole Jacobi
CAROLE JACOBI, Chief
Policy Development Bureau

9-21-00
Date

Contact Person: Willie Deon

Phone Number: 916-327-2459

REGULATION INTERPRETATIONS
AND
PROCEDURES
FOR
FOSTER FAMILY AGENCIES

FOSTER FAMILY AGENCY

TABLE OF CONTENTS

Licensing of Integral Policy Components 88008

Application for Licensure..... 88018

Use of County Licensed Foster Homes 80035

88008 LICENSING OF INTEGRAL POLICY COMPONENTS**88008****(a) POLICY**

California Department of Social Services will identify and license each foster family agency suboffice that provides a full range of services to children and to the certified homes connected to a specified geographic location. The only exception to this policy is the one-person social worker office that is used only for developing new geographical areas.

PROCEDURE

Contact the foster family agency's authorized representative to ensure understanding of this licensing requirement. (An all Foster Family Agency letter, dated July 20, 1994, notified foster family agencies that the California Department of Social Services would license suboffices to identify each suboffice providing services and to increase our support of foster family agencies.)

88018 APPLICATION FOR LICENSURE**88018****(a)(1) POLICY**

The California Department of Social Services shall license each foster family agency suboffice without an application fee, unless the suboffice is operating as an administrative site as defined in Manual of Policy and Procedures Section 88087.

PROCEDURE

1. Request the foster family agency to complete and submit a LIC 200 for each suboffice.
2. Charge no annual fee to a suboffice, unless it is operating as an administrative office, as defined in Section 88087.
3. To license each suboffice without generating a renewal fee notice, enter the LIC 200 information into the Licensing Information System with the Foster Family Agency 431 code. (**NOTE:** Use the Foster Family Agency 430 code to license a foster family agency administrative office and to generate a renewal fee notice.)
 - a. Use the comment field to identify the site as a foster family agency suboffice.
 - b. Insert the following language in the limitation section:

“This license allows the licensee to operate a foster family agency suboffice at this site to provide Foster Family Treatment/Nontreatment (select the appropriate term for the services offered) Agency services.”

88018 APPLICATION FOR LICENSURE (Continued)**88018****PROCEDURE (Continued)**

4. Accompany each license issued to a suboffice with a cover letter that covers the points in the following example:

“Dear (insert name of foster family agency representative):

Attached is your license for the Foster Family Agency Suboffice located at (insert address of suboffice).

Please review this license carefully to ensure that all the information is correct. If there are any discrepancies, contact your Licensing Program Analyst as soon as possible.

Also note the facility number located at the upper right hand corner of the license. A foster family agency must use this number when submitting fingerprints, incident reports and any additional information to the Department of Justice or the Community Care Licensing District Office identified below.

The (insert the District Office name) District Office licenses and monitors this Foster Family Agency Suboffice. Your staff will need to contact this District Office to report incidents, staff changes, or for consultation.

If you have any questions or concerns, please feel free to contact (insert name of Licensing Program Analyst), Licensing Program Analyst at (insert the Licensing Program Analyst’s telephone number).

Sincerely,

District Office Manager”

5. In addition to the above instructions, if the District Office makes prelicensing visits, take the following actions:
- a. Prior to the site visit, determine the documents that need updating (i.e., LICs 200, 500, 308, 309, organization chart for the office, etc.).
 - b. Meet the foster family agency representative at the suboffice and inspect the site jointly.
 - c. Give the foster family agency representative the documents that need updating.
 - d. Advise the foster family representative to submit the required documents as soon as possible and no later than the annual visit date.
 - e. Offer to work with the foster family agency representative if there are problems encountered in completing or submitting the required documents.
 - f. Document on the LIC 809 the documents given to the foster family agency representative for updating and the due date for the documents.

88018 APPLICATION FOR LICENSURE (Continued)**88018****PROCEDURE (Continued)**

- g. Within one year of issuing the updated documents, complete the following actions:
- Ensure that the foster family agency submitted the required facility file.
 - Ensure that the documents were placed in the facility file.
 - Obtain a new program statement, if needed.
 - Associate all personnel and certified parents with the appropriate facility site.
 - Obtain the suboffice floor plans, if not already in the facility file.

88035 USE OF COUNTY LICENSED FOSTER HOMES**88035****(a)(1)****POLICY**

Since foster family home licensing is a State program, the phrase “licensed by the county,” is interpreted by the Community Care Licensing Division to mean, “licensed by the county under a memorandum of understanding entered into with the California Department of Social Services.”

Section 1506.5, authorizing exclusive foster family agency use of foster family homes was added to the Health and Safety Code at a time in (1988) when all counties licensed foster family homes under contract with the State, and no provision was made for the possibility that the Department might take over foster family home licensing in some counties. Thus, the Health and Safety Code is silent in the question of whether, pursuant to Section 1506.5, a foster family agency may use foster family homes in a county after the Department takes back the licensing function.

Assuming the Health and Safety Code does permit foster family agencies to use foster family homes after the Department takes back the licensing function, it is clear that written permission from the Community Care Licensing Division would be required before a foster family agency could use a foster family home licensed by the Community Care Licensing Division. As the new licensing agency, the Community Care Licensing Division would inherit this role from the county licensing agency whose permission is required for use of a county licensed foster family home under this Section and Section 88035(e)(1).

The Community Care Licensing Division’s policy, however, is not to grant foster family agencies permission to use foster family homes licensed by the Department. The administrative allocation paid to a foster family agency for placing a child in a home includes an amount for licensing activities related to the certification process. Since this sum is not itemized, there is no way to deduct it from the allocation to reimburse the Community Care Licensing Division for the cost of licensing a foster family home used exclusively by the foster family agency.